

# **Catawba County Emergency Medical Services Standard Operating Guidelines**

## Addition, Deletion, or Modification of Current Standard Operating Guidelines

This policy will help to explain how an SOG may be added, deleted, or modified. It will also discuss the authority that a memo may have in place of an SOG.

For the purpose of this SOG the meaning of the term “memo” is: Any written form of direction from a supervisor to an employee that he or she directly or indirectly supervises. A memo will be considered a standard operating guideline until the original author recalls it, recalled by the EMS manager, or listed as a SOG.

- Addition of a Standard Operating Guidelines
  - Generally, at the end of each calendar year the committee assigned to monitor and publish SOGs will meet to review all current memos and the need for new SOGs. They will establish if the need is system wide and if the memo is still pertinent. After which they will submit a rough draft of these SOGs to the Management Team at their meeting in June. The EMS Manager will be charged with final approval of all SOGs. There may be additions made at other times of the year, which will be communicated to all employees.
- Deletion of a Standard Operating Procedure
  - Generally, at the end of each calendar year the committee assigned to monitor and publish SOGs will meet to review all current SOGs and will determine if any are no longer applicable. After which they will submit a list of these SOGs to the Management Team at their meeting in June. The EMS Manager will be charged with final approval of all SOGs. There may be deletions made at other times of the year, which will be communicated to all employees.
- Modification of a Standard Operating Procedure
  - Generally, at the end of each calendar year the committee assigned to monitor and publish SOGs will meet to review all current SOGs and will determine if any modification is needed. After which they will submit a rough draft of any modifications to the Management Team at their meeting in June. The EMS Manager will be charged with final approval of all SOGs. There may be modifications made at other times of the year, which will be communicated to all employees.
- Request for modification, addition, and or deletion of the standard operating guidelines may come from any employee within the EMS system. This request should be submitted to the EMS Manager.
- All finalized changes to the Standard Operating Guidelines will be introduced to the Management Team at their meeting in August.
- Questions or clarification is encouraged. Employees should contact their respective Crew Chief.